

**Addendum No. 1 to RFP 20-36**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding  
**RFP 20-36 Parking Data Inventory Study**

From: Thupten Chukhatsang

Date: 11/13/2019

Re: Question and Answers

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**Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:**\_\_\_\_\_

**CITY/STATE/ZIP:**\_\_\_\_\_

**TELEPHONE/FAX/EMAIL:**\_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:**\_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

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### **Questions & Answers:**

1. May a proposer include in its submittal a request to negotiate minor modifications to the general terms (including those in Appendix A) to be included in a final contract upon selection?

**A: The vendor may do so. However, the City will generally negotiate contract terms with the vendor upon award.**

2. Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

**A: This project is not federally funded.**

3. Do rates need to be based on raw direct pay rate times overhead?

**A: The Price Proposal requests a lump sum fixed price with a breakdown of your estimation. The rates offered to the City must be fully loaded.**

4. Can profit be applied to rate inclusive of overhead?

**A: The Price Proposal requests a lump sum fixed price with a breakdown of your estimation. The rates offered to the City must be fully loaded.**

5. Do subs need to fill out the forms?

**A: No.**

6. The utilization data instructions mention permit types and turnover patterns. Will turnover rates be necessary to collect in all utilization locations? Does every vehicle need to be checked for permit type?

**A: Turnover rates may not be necessary in all locations. With guidance from the selected vendor, turnover rates may be collected in a sample of streets covered in the utilization study, particularly in business districts, commercial corridors, and transit areas. Every vehicle may not need to be checked for permit type. Permit type may be collected on selected streets closest to business districts, commercial corridors, and transit areas. Turnover rates and permit types should be collected to the extent necessary to better understand parking patterns and to inform potential changes in parking policies.**

7. What City curb assets does the City already have locations for and which of these need to be located and/or digitized? This was not clear in the RFP.

**A: The City has spatial data for:**

- street center lines
- sidewalks (not including curb cuts),
- crosswalks
- bus stops (but not bus stop sign locations demarcating the exact length of the stop)
- some parking meter poles (incomplete dataset)
- electric vehicle charging stations

**The City needs spatial data for:**

- curb ramps
- fire hydrants

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- meter poles (to complete dataset)
- curb extensions
- curb cuts
- bus stop signs (to demarcate exact length of bus stop)
- bicycle facilities that impact curbside use (curbside racks and in-street corrals and bike share stations – not bike lanes or infrastructure types)
- fire lanes
- parking regulations

8. What software(s) does the City have in place and is there a specific software or format that the City prefers?

**A: The City currently uses ESRI's ArcGIS. We've identified Coord (Coord.co) as a potential tool and could procure a license for Coord or equivalent for the purposes of this inventory.**

9. Related to question 8 above, can you provide further clarity as to what the City is looking for in terms of the data being open source and/or agnostic? Is this need for the GIS data itself, the asset attribution, both, etc.? Any clarity as to the "why" the software agnostic metric is in place would be helpful for us in providing a solution to the City.

**A: The City does not want data to be locked to a proprietary platform or restricted to a proprietary format that isn't compatible across multiple platforms.**

10. What size area is the City looking for the pilot project component?

**A: The City seeks a pilot plan that is representative of the key area types covered in the overall inventory (business districts, commercial corridors, transit areas, and residential areas) at a scale recommended by the partner firm.**